

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

MOTOR VEHICLE ADMINISTRATION

Division of Driver Control & Records
Driver Records Section

AGENCY		DIVISION
Item No.	SUPERSEDES SCHEDULE NO. 697 and 697A Description	Retention
1.	<p>CASE FILES (CF NUMBERS):</p> <p>Documents in each file refer to one(1) individual and could contain the following documents pertinent to the individuals driving record.</p> <ul style="list-style-type: none">a. Disposition Cards listing driver's name, any alias, addresses, driver's license number, date of offenses and court dispositions.b. Investigation Reports.c. Letters of revocation/or suspension.d. Official Notification of Revocation of Operating Privilege and Notice to other states concerning revocation.e. Notification of Responsibility to Maryland Financial Responsibility Law.f. Copies of citations.g. Certificates of Judgement.h. Copies of report on drivers concerning convictions under Motor Vehicle Laws.i. All correspondence pertaining to individual in case file.j. Warning letters.k. Revoked operator licenses.l. Notices of Appearance in Court.m. Copies of record on court proceedings.n. Requests for reinstatement of license.	Retain permanently all records except those records legally eligible for expungement in accordance with TA 16-117.1 and TA 12-111 (c) (d).

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

5/23/85 *Victoria Whitlock* Director
Date Signature Title

Victoria Whitlock

[Signature]
Date State Archivist

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Item No.	Description	Retention
	<ul style="list-style-type: none"> o. MVA Record Logs p. Affidavits of Notary Publics q. Certificates of Financial Responsibility r. Driver Rehabilitation enrollment records. s. Approval of reinstatement. t. Computer lists of offenses. u. Requests for pick-up of driver's license. v. Reports of driver interview. w. Medical information release forms (MAB). x. Transcripts of hearings. y. Records of violations received from the Municipal Court of Baltimore City. z. Accident Reports (Form MSP-1). 	
2.	<p><u>CASE FILES ("C" NUMBERS):</u></p> <p>Each file contains documents on 15 or 20 individuals, arranged in numerical order by assigned number. Documents listed in Item No. 1 above (a to z) may be a part of the file.</p>	Retain permanently all records except those records legally eligible for expungement in accordance with TA 16-117.1 and TA 12-111 (d).
3.	<p><u>CENTRAL LICENSE FILE:</u></p> <p>Contains Maryland driver's license and Identification Cards, filed in soundex order that have been returned to MVA because of suspensions, revocations, voluntary surrender or court order.</p>	Retain for one (1) year after expiration date, then destroy.
4.	<p><u>U. S. PARK POLICE TRAFFIC TICKET FILE:</u></p> <p>Copies of traffic tickets issued by U.S. Park police under the provision of the Transportation Article for violations occurring on federally owned roadways. This file is arranged chronologically by date received. Same as Uniform Complaint and Citation procedure.</p>	Retain for three (3) years. Transfer to a State Records Center for five (5) additional years retention, then destroy.

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Item No.	Description	Retention
5.	<p><u>LICENSE APPLICATION FILE:</u></p> <p>This file contains original application and data card-provisional-duplicate-corrected-substitute license applications, age of majority and identification card applications interfiled numerically by soundex number.</p>	<p>Microfilm and destroy paper records annually. Retain microfilm record for seventy-five (75) years, then destroy.</p>
6.	<p><u>LICENSE RENEWAL APPLICATION FILE:</u></p> <p>Tab-size forms which document the issuance of renewed Maryland driver licenses.</p>	<p>Microfilm and destroy paper records three (3) months after receipt of updated renewal microfilm. Maintain microfilm for seventy-five (75) years, then destroy.</p>
7.	<p><u>FILE COPY - MARYLAND UNIFORM COMPLAINT AND CITATION:</u></p> <p>Citations issued in response to traffic violations maintained numerically by citation number.</p>	<p>Retain in office six (6) months, and then destroy.</p>
8.	<p><u>OFFICER RECEIPT STUB ACKNOWLEDGING MARYLAND UNIFORM CITATION BOOK:</u></p> <p>Completed by officers upon issuance of Citation book.</p>	<p>Microfilm and destroy bi-annually.</p>
9.	<p><u>DISPOSITION COPY - MARYLAND UNIFORM COMPLAINT AND CITATION FILE:</u></p> <p>Maryland uniform complaint and citation disposition document received from District Court System. Maintained numerically by citation number.</p>	<p>Retain document in office for 1 year; convert to microfilm; maintain microfilm for 2 additional years; then destroy.</p>

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Item No.	Description	Retention
10.	<u>HEALTH DEPARTMENT NOTICES OF DECEASED PERSONS:</u> Correspondence and Health Department reports of deceased persons.	Retain for six(6) months, microfilm and destroy.
11.	<u>PERSONNEL FILES:</u> Individual employee folders for both permanent and temporary employees containing copies of leave records, letters of commendation or reprimand, employee efficiency rating forms, etc. The basic information found here can be reproduced from permanent personnel files maintained by MVA Personnel Office.	Retain for one(1) year after termination of employment and then destroy.
12.	<u>GENERAL CORRESPONDENCE FILE:</u> Correspondence sent or received, memoranda and miscellaneous material which reflect routine office operations.	Retain for one(1) month, then microfilm and destroy.
13.	<u>ORGAN DONOR CARDS:</u> This file consists of DL-86 forms which certify the voluntary gift of a person's organs upon death.	Retain for four(4) years, microfilm and then destroy.
14.	<u>DECEASED PERSONS CASES:</u> Cases contain same documents referred to in Item 1(a) and Item 2.	Microfilm case documents if date of death <u>less than</u> three(3) years from date entered on death notice received from Health Department, etc., then destroy. If date of death <u>more than</u> three(3) years after date of death on death notice, destroy case.
15.	<u>FAIL TO APPEAR NOTICES:</u> Notice mailed to individuals who fail to comply with Court requirements.	Microfilm and destroy original documents.